

26 January 1999

Assignments, Details, and Transfers

TASKING INDIVIDUAL SUPPORT PROCEDURES FOR ACTIVE COMPONENT  
(AC) INSTALLATIONS AND ACTIVITIES

**Summary.** This regulation prescribes policies, defines responsibilities, and establishes procedures for tasking and obtaining individual personnel support from United States Army Training and Doctrine Command (TRADOC) Active Component (AC) installations and activities.

**Applicability.** This regulation applies to TRADOC installations and activities.

**Supplementation.** Do not supplement this regulation without prior approval from Commander, TRADOC, ATTN: ATCS-CTO, Fort Monroe, VA 23651-1067.

**Suggested improvements.** The proponent of this regulation is the Chief of Staff. Send comments and suggested improvements on DA Form 2028

(Recommended Changes to Publications and Blank Forms) through channels to Commander, TRADOC, ATTN: ATCS-CTO, Fort Monroe, VA 23651-1067 or [taskings@monroe.army.mil](mailto:taskings@monroe.army.mil). Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

**Internal control systems.** This regulation is not subject to the requirements of AR 11-2. It does not contain internal control provisions.

**Distribution restriction.** Approved for public release; distribution is unlimited.

**Availability.** This publication is also available on the TRADOC Homepage at <http://www.tradoc.army.mil>.

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**1-1. Purpose.** To prescribe policies, define responsibilities, and establish procedures for tasking and obtaining individual personnel support from TRADOC AC installations and activities.

**1-2. References.** Appendix A contains required and related publications.

**1-3. Explanation of abbreviations and terms.** The glossary contains abbreviations and special terms used in this regulation.

**1-4. Responsibilities.**

a. Chief of Staff, Central Tasking Office (ATCS-CTO) will task TRADOC AC installations and activities for individual personnel support not related to those taskings addressed in paragraphs 1-5c and 1-5d below.

b. Commanders, TRADOC installations will—

(1) Provide individuals to support taskings directed by HQ TRADOC.

(2) Provide personnel, administrative, and logistical support to activities conducting training or testing on their installation.

(3) Designate a central office at their installation/activity to be the single point of contact (POC) for all individual taskings. Designate a central e-mail address for access by all tasking personnel.

(4) Notify HQ TRADOC (ATCS-CTO) of changes in the POC, office symbol, e-mail address, secure and unsecure fax numbers and telephone number of the POC.

(5) Comply with Army Regulation (AR) 614-11 before tasking. Ensure that selected personnel meet all requirements of the position(s) to be supported/filled, and that those selected best represent the installation and United States Army. Be prepared to replace all soldiers unqualified for the task.

(6) Establish procedures for advance notification to personnel selected to perform temporary duty (TDY) or temporary change of station (TCS) away from his or her home station. This includes designating an alternate replacement should the primary tasked individual(s) not be able to support the tasking. The ideal advance notification time is 90 days prior to the TDY/TCS report date. For rotating positions, select alternates who will be eligible as primaries for the next rotation. This will give the selected soldier adequate advance notice of the

\*This regulation supersedes TRADOC Regulation 614-11, 26 November 1993.

TDY/TCS and sufficient time to obtain a passport if one is required. Also, alternate will be available within reasonable amount of time to replace the primary if he or she is returned for unforeseeable reasons.

(7) Notify appropriate HQ TRADOC office of direct taskings to the installation/activity for TRADOC assets in those cases where HQ TRADOC is not an addressee on the tasking document.

(8) Ensure each soldier selected for outside continental United States (OCONUS) TDY/TCS receives soldier readiness processing through their Personnel Service Center. Soldiers must be stabilized in accordance with (IAW) AR 614-5 and, if eligible, apply for foreign language pay IAW AR 611-6.

#### **1-5. Policies.**

a. TRADOC will support all valid requests for personnel support from Headquarters, Department of the Army (HQDA); executive agents; other major Army commands (MACOM); and TRADOC major subordinate commands when resources permit. All support requests must include funding data. If funding is not available, support will not be provided. Submit normal tasking requirements to ATCS-CTO not later than 110 days from start date. This allows sufficient time to do analysis to determine which installation/agency will support or which tasking requirement to support. Sufficient time is needed to consider requests for relief, or to re-task to another installation/agency, or request assistance from another MACOM.

b. Except for those agencies listed in paragraph 1-5c below, tasking sources should e-mail requests for individual personnel support to [taskings@monroe.army.mil](mailto:taskings@monroe.army.mil) or by mail to Commander, TRADOC, ATTN: ATCS-CTO, Fort Monroe, VA 23651-1067. E-mail is the primary method.

c. Tasking sources should address requests for other TRADOC support as follows:

(1) Units, equipment, operational, and contingency missions, ATTN: ATCS-EOC.

(2) Interservice training, ATTN: ATTG-ZXAE.

(3) New equipment training (NET) or displaced equipment training (DET), ATTN: ATOM-O.

(4) Annual training (AT) division evaluators, ATTN: ATTG-ZXA.

(5) Counterdrug missions, ATTN: ATCS-EOC.

(6) Displays/equipment and ceremonial or musical units and personnel for public affairs events, ATTN: ATCS-EOC.

(7) Battle Labs, ATTN: ATCD-B.

(8) Counterdrug training assistance, ATTN: ATTG-ZXA.

(9) Explosive Detector Dog (EDD) support, ATTN: ATCS-CTO.

d. TRADOC installations/activities may request, but not task for support from other TRADOC installations/activities. Address requests directly to the installation from which support is requested.

e. TRADOC installations should conduct mobilization operations IAW TRADOC Mobilization Operations Planning and Execution System (TMOPES). TRADOC installations should coordinate contingency operations in conjunction with the TRADOC Emergency Operations Center (EOC). HQDA-directed taskings for individual personnel will be sent to HQ TRADOC (ATCS-CTO).

f. Individual personnel taskings received from HQ TRADOC apply to TRADOC assets only. Installations may not use assets that belong to another MACOM to fill TRADOC taskings. Conversely, TRADOC assets will not be used to fill individual personnel taskings of another MACOM without prior coordination with HQ TRADOC. Assets belonging to another MACOM located on a TRADOC installation may be tasked by TRADOC installation commanders only to provide on-post, sub-installation, or local community support.

g. Installation tasking offices will not coordinate directly with the original tasking source unless directed by ATCS-CTO. This coordination is to clarify administrative details of the support such as funding, housing, and rations availability; or to coordinate other specific requirements of the individual personnel tasking. Actions such as changing report dates, military occupational specialty (MOS), rank and requests for relief must be coordinated through ATCS-CTO.

h. TDY/TCS taskings will not exceed 179 days in length. Process requests for extension through HQ TRADOC (ATCS-CTO) to the U.S. Total Army Personnel Command (PERSCOM) IAW AR 600-8-105, paragraph 1-21c. Initiate requests no later than 60 days prior to the 179th day of TDY/TCS.

#### **1-6. Tasking procedures.**

a. Written requests for support should be received at least 110 days before support is required. This allows tasked commander to receive 90 days notification in order to plan unit training schedules IAW Field Manual 25-100. Requests that do not allow 110-day lead-time are considered "short notice" taskings and compete for limited resources and may not be supported. Also, this lead-time provides an adequate period to prepare the deploying individual(s). However, emergencies and/or crises may dictate short notice taskings. Other than those directed by HQDA, short notice requests will be reviewed for validity and will be considered candidates for non-support.

b. Requesting activities will ensure support requirements are the absolute minimum and are validated before submitting to HQ TRADOC.

c. All personnel support requests must contain the following information:

- (1) Name and location of requesting source and e-mail address.
- (2) Report date/time and release date of TDY/TCS.
- (3) Location of TDY/TCS.
- (4) Minimum number of personnel required.
- (5) MOS or specialty and grades of personnel required.
- (6) Special qualifications (e.g., gender, language, proficiency, training, experience).
- (7) Level of security clearance required.
- (8) Justification for request to include specifying the mission of the soldier(s) to be tasked.
- (9) Fund cite or POC telephone number and e-mail address for funding.
- (10) POC's e-mail address and telephone number for additional information.
- (11) Indicate the type of orders that will be used for the support (TDY, DA Form 1610 or TCS, format 401).
- (12) Special instructions. Include information on any special pre-deployment training requirements, quarters and rations arrangement, uniforms and equipment needed, transportation arrangements (including rental car authorization and OCONUS group

travel arrangements), medical requirements, passport and country clearance requirements, and arrangements made for expeditious processing of passports, visas, and country clearances. Also include any other information that will enable the soldier(s) to complete the TDY/TCS orders and make travel and personal arrangements.

d. Tasking requests that do not include the information in paragraph 1-6c above, are incomplete requests. The required report date could be delayed an amount of time equal to what it takes to receive this information.

e. HQ TRADOC taskings may be transmitted to subordinate installations/activities by telephone but will be followed up in hard copy (e.g., e-mail, electronic message, or memorandum) within 72 hours. Installations/activities are required to act on telephonic notification when the tasking has a reporting date of 30 days or less.

f. Installations must respond to the tasking by the established suspense date with the name, rank, social security number, unit address, unit identification code, duty telephone number, e-mail address and any other required information of the soldier(s) filling the tasking (see format at figure 1). Information must be transmitted via e-mail to [taskings@monroe.army.mil](mailto:taskings@monroe.army.mil) to be received by the tasking source by the suspense date. Alternate means of transmission is facsimile.

g. Normally, requests for relief from the tasking must be received via e-mail to [taskings@monroe.army.mil](mailto:taskings@monroe.army.mil) in memo form within 14 working days of the date of the tasking document, or by

TASKING NUMBER: _____
LINE NUMBER: _____
NAME: _____
SSN: _____
RANK: _____
MOS: _____
UNIT ADDRESS: _____
_____
UNIT DSN: _____
UIC: _____
SECURITY CLEARANCE: _____
GENDER: _____
E-MAIL ADDRESS: _____

Figure 1. Format for submitting SNL information to TRADOC CTO

the suspense date of the tasking if earlier than 14 working days. Requests for relief must include detailed strength information such as authorized and assigned strengths, and information relating to mission explaining why the tasking cannot be filled. Identify soldiers to fill the tasking at the same time the request for relief is sent. This ensures the soldier(s) receives timely notification if the request for relief is not approved. Unless specifically stated, taskings may be filled with soldiers one grade higher or one grade lower than the grade indicated. Requests for relief must include strength and mission regarding these grades.

h. Positions for Joint Task Force-Bravo (JTF-B) are normally assigned to an installation/activity for continuous fill with the exception of the few positions that are rotated among the installations. Tasking documents are sent out only when the installation is initially assigned the position. Installations must identify both a primary and alternate candidate for each JTF-B rotation no later than 90 days prior to the report date. Requests for relief from these positions must be received 110 days prior to the report date of the replacement. Detailed information concerning strength and mission must be stated on the request. Identify an individual to fill the position at the same time the request for relief is submitted to ensure timely notification to the soldier should the request for relief not be approved. Untimely requests for relief from JTF-B positions will not be considered. Specific administrative instructions are forwarded annually to each TRADOC installation/activity. If replacement is tardy, JTF-B will initiate involuntary request for extension of incumbent in Honduras. Requests will be sent directly to HQ TRADOC. ATCS-CTO will coordinate request with respective TRADOC tasking office for approval/disapproval prior to forwarding to HQDA or returning disapproval to JTF-B. The JTF-B Commander has the authority to involuntary extend soldiers for justified reasons.

i. Installations will provide evaluators and base operations (BASOPS) support for AT hosted by their installations and sub-installations. A TRADOC installation commander has the authority to task tenant units for augmentees and evaluators on their respective installation for annual training being held at that installation or sub-installation. All efforts will be made by the installation to provide support. For support an installation cannot provide, forward all request to HQ TRADOC (ATCS-CTO) via e-mail to [taskings@monroe.army.mil](mailto:taskings@monroe.army.mil). Include all information required in paragraph 1-6g above. Refer to United States Army Forces Command (FORSCOM) Reg 350-12 for requests for AT evaluator and site support.

j. Augmentee/evaluator requirements that a TRADOC installation cannot support will be forwarded to HQ TRADOC (ATCS-CTO). If TRADOC cannot support, TRADOC CTO will request assistance from another MACOM(s). FORSCOM must receive requests for assistance NLT 15 November for support consideration. Refer to FORSCOM Reg 350-12 for

requests for AT evaluator and site support. After 15 November, requests for evaluator/site support that an installation is unable to provide must be received at HQ TRADOC (ATCS-CTO) 110 days prior to the report date or they will not be considered.

k. All Army experimentation (Advanced Concept Technology Demonstrations, Advanced Warfighting Experiments, Battle Lab Experiments, and Concept Experimentation Program Experiments) and Department of the Army Five Year Test Program (Operational and Developmental Tests and Force Development Test and Experimentation (FDTE) Tests) tasking requests for manpower, equipment support, and/or installation support will be coordinated through HQ TRADOC (ATCD-RP). Deputy Chief of Staff for Combat Development (DCSCD) will ensure that minimum TRADOC support resources and time required are documented and requested.

## **Appendix A References**

### **Section I Required Publications**

AR 55-46  
Travel Overseas

AR 600-8-105  
Military Orders

AR 611-6  
Army Linguist Management

AR 614-5  
Stabilization of Tours

AR 614-11  
Temporary Duty (TDY)

FM 25-100  
Training the Force

TRADOC Reg 10-5  
Headquarters, United States Army Training and Doctrine Command

### **Section II Related Publications**

AR 12-15  
Joint Security Assistance Training (JSAT)

AR 15-38  
Test Schedule and Review Committee (TSARC)

AR 73-1  
Test and Evaluation Policy

AR 350-28  
Army Exercises

AR 360-61  
Community Relations

AR 600-8-101  
Personnel Processing (In and Out Mobilization Processing)

AR 600-9  
The Army Weight Control Program

AR 611-101  
Commissioned Officer Classification System

AR 611-201  
Enlisted Career Management Fields and Military Occupational Specialties

AR 614-200  
Enlisted Assignments and Utilization Management

FORSCOM Reg 350-12  
Procedures for Tasking and Support from Active Component Installations and Units

## Glossary

### Section I Abbreviations

AC	Active Component
AR	Army regulation
AT	annual training
BASOPS	base operations
CONUS	continental United States
CTO	Central Tasking Office
DET	displaced equipment training
EDD	Explosive Detector Dog
EOC	Emergency Operations Center
FDTE	Force development testing and experimentation
FM	field manual
FORSCOM	United States Army Forces Command
HQ	headquarters
HQDA	Headquarters, Department of the Army
IAW	in accordance with
JTF-B	Joint Task Force-Bravo
MACOM	major Army command
MOS	military occupational specialty
NET	new equipment training
OCNUS	outside continental United States
PERSCOM	U.S. Total Army Personnel Command
POC	point of contact
TCS	temporary change of station
TDY	temporary duty
TMOPES	Mobilization Operations Planning and Execution System
TRADOC	United States Army Training and Doctrine Command


### Section II Term

#### Tasking

An external requirement for military personnel to be TDY or TCS away from their home station to support manpower requirements not related to their principal duty position.

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